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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 14 July 1954

FROM : Chief, Administrative Staff, ORR

SUBJECT: Reallocation of Equipment Specialist Position

1. It is requested that the duties and responsibilities of Slot #940, Equipment Specialist, be reviewed. It is the opinion of the Techniques and Methods Division that the level of this position has been increased as a result of changes in divisional functions and realignment of responsibilities.

2. When Classification surveyed the Division in February of 1953 it was determined that Slot #940 would be under the direct supervision of the Section Chief for Disassembly and Equipment Procedures, GS-12, Intelligence Officer. Since that date, the new Table of Organization approved for D/T eliminates the GS-12 slot. Hence, additional duties and responsibilities have been placed upon the incumbent of Slot #940. The attached position description reflects the new duties assigned to this position.

St/A/JMC:tw

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